



NON-APPROPRIATED FUND

JOB OPPORTUNITIES

OPENING DATE: **20 January 2004**

CLOSING DATE: **27 January 2004**

POSITION TITLE:

COOK

SERIES AND GRADE:

NA-7404-04

RATE OF PAY:

\$8.60 per hour

LOCATION:

Bowling Center

APPOINTMENT CATEGORY:

Flexible (0-40 hours per week)

ANNOUNCEMENT NUMBER:

N04-005

NONAPPROPRIATED FUND OFFICE:

684-2747

SUMMARY OF DUTIES: Performs duties of a grill (short order) cook in a Snack Bar operation in support of a Bowling Center Snack Bar serving a variety of grilled, fried, and prepared items. Prepares, cooks, and serves food requiring only a short time to prepare such as hamburgers, sandwiches, eggs, steaks, and Mexican foods. Slices meat and prepares sandwiches. As required collects money, rings sales on cash register, makes change, and prepares charge tickets. Acts as Counter Attendant, taking orders from patrons and serving foods. May be required to serve both alcoholic and nonalcoholic beverages. Ensures accountability and internal controls are adhered to in Snack Bar operations. Cleans and insures the neatness of tables in the dining area; fills condiment containers, and replenishes supplies required to serve the patrons. Scrubs, scours, and washes pots and pans and other utensils; cleans equipment and machines used in food preparation, to include disassembly of major components, cleaning of these components and reassembling the machines in operating order; scrubs and cleans surface areas and vents; sweeps, scrubs and mops floors; washes walls, woodwork and fixtures and maintains sanitary standards in all designated work areas.

PHYSICAL EFFORT: Constant standing and walking is required as well as frequent stooping, reaching, pushing, pulling and bending. Requires frequent lifting or moving objects weighing up to 40 pounds, and occasionally lifting over 40 pounds.

WORKING CONDITIONS: Work area is often hot, steamy and noisy. Incumbent is exposed to the danger of slipping on wet floors that have been recently mopped or possible cuts from knives and burns.

QUALIFICATION REQUIREMENTS: 1) Experience in preparing and cooking simple foods and short orders; 2) Knowledge of work practices (includes keeping things neat, clean, and in order) 3) Knowledge of technical practices; 4) Ability to interpret instructions; 5) Ability to use and maintain tools and equipment; 6) Knowledge of materials; and 7) Ability to operate with dexterity and safety.

SPECIAL REQUIREMENT: Must be 21 years of age at the time of application.

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.